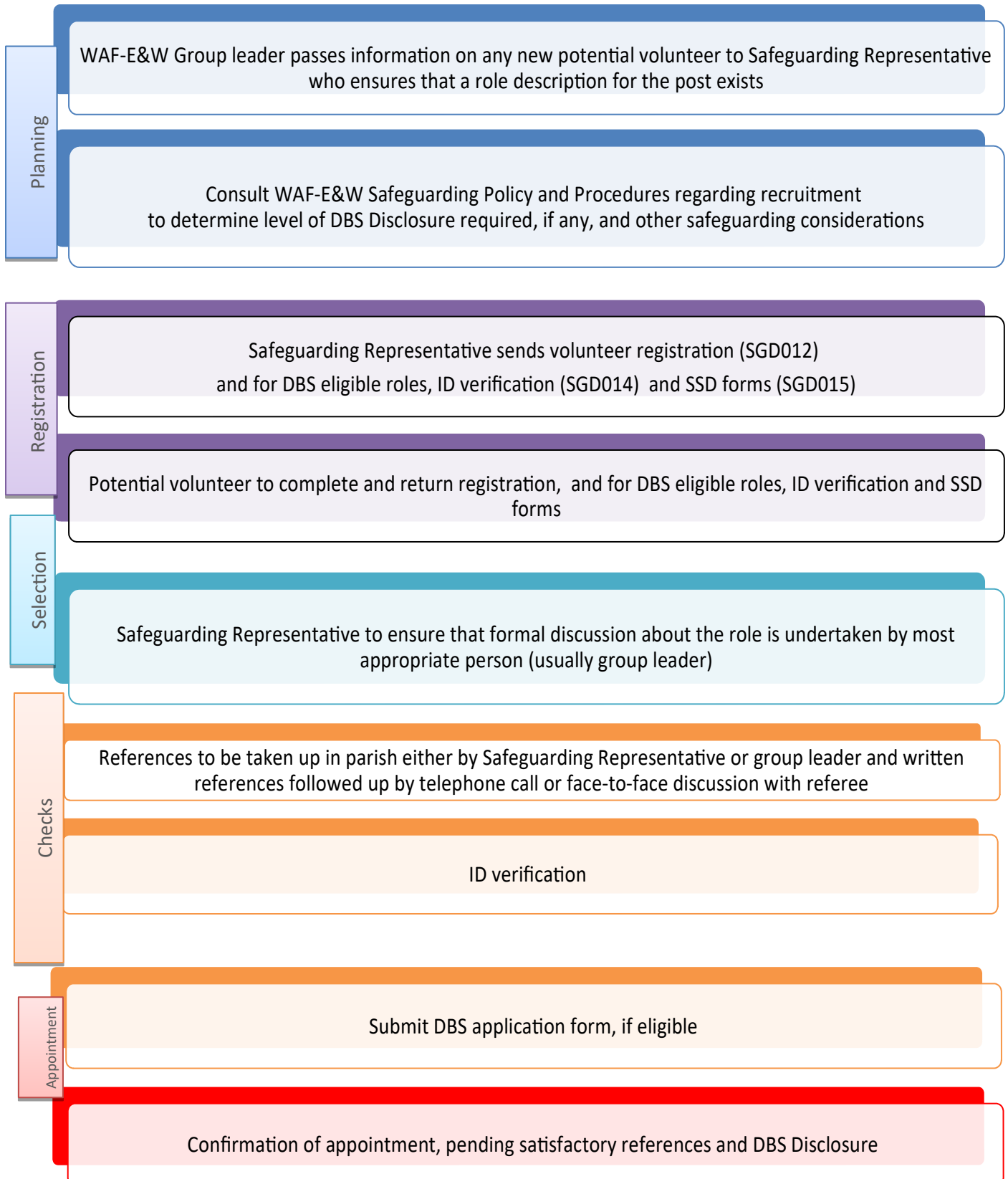




SGD003 V1: Safer recruitment of new volunteers – working with children or adults at risk





Post-Appointment

Record keeping

Letter of Appointment signed by WAF-E&W Group Leader
2 x copies of Agreement (1 x to be returned to Safeguarding Representative)
Code of conduct, details of policy and procedures and e-learning programme given to volunteer

All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer record book' or similar.

Support & Development

Support arrangements and supervision if required

Training and development opportunities

Safe Recruitment Process Planner